

GAHS Guide For Applying to College 20010/11

- You will require:
- a valid email account
 - your Ontario Education Number (OEN) – on transcript and credit counselling summary or see Guidance Office
 - credit card number including expiry date

1. Go to www.ontariocolleges.ca
2. Click on “Apply”
3. Click on “Apply Now”
4. Click on “New Customer – Sign Up” (first time applicant)
(if you applied last year, click on “Log In” and use your existing log in)
5. Click on “Create Account” – keep user name and password in a safe place
6. Proceed to “Log In”
7. Click on “Apply to College”
8. Click on “For programs with start dates between August 2010 and July 2011” (if applying to start in Sept. 2010 or Jan. 2011)
9. The next screen pertains to the “Freedom of Information and Protection of Individual Privacy Act. Click on checkbox and click on “I accept”
10. Print screen with OCAS number and account number
11. Answer questions “All About Me”. OEN can be obtained from transcript, credit counselling summary or guidance office OR enter all zero’s
12. Click on “Program Choices” Make 5 Choices (same fee for 1-5 choices, max. 3 programs at one college)
 - Click on “Choice”
 - Choose a College
 - Click on “Show Programs”
 - Select a program by clicking on the “circle” in the left column (Note: identical programs are offered at different campuses and on different start dates; check your choices carefully)
13. After making your 5 selections, click “Submit”
14. The questions on the “Experience” screen are optional
15. Payment – credit card, internet/phone banking, certified cheque or money order. Print a copy of the “Application Verification Summary” for your records
16. Click on “My Status” to review a number of aspects of your application
 - “My Grades” - Check your high school transcript. (marks that you are viewing here are those that the colleges will be using to make admission decisions.) This is a “view only” screen. Please report discrepancies to your guidance office.
 - “My Documents” – view supporting documents
 - “My Application History” – view updates on application
 - “My Payment” – Make or view payments
 - “My Transcript Request” – request or review college/university transcripts
17. Check application periodically for “offers of admission”.
18. Select “Confirm” to accept offer of admission

***Please notify the Guidance Office if you are currently enrolled in courses in addition to those at Gary Allan (eg. Night school, online courses, ILC, ALC, etc.)**